



SAN LUIS OBISPO COUNTY  
**DEPARTMENT OF PUBLIC WORKS**

Wade Horton, Director

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August 12, 2016

**TO:** Board of Supervisors

**FROM:** Straith Zanartu, Finance Division Manager *AxZ*

**VIA:** Mark Hutchinson, Deputy Director of Public Works *[Signature]*

**SUBJECT:** FY 15-16 Fourth Quarter Report - Request for Relief from Accountability

Summary

The Public Works Department requests relief from accountability for water charges that have been determined non-collectible. This action will remove non-collectible balances from two funds totaling \$388.53.

Discussion

We are asking for relief from accountability for three delinquent water accounts we are unable to collect on in the amount of \$388.53, as follows:

CSA 23 (Fund 2503501000)

<u>Account #</u>	<u>Amount</u>
19412	\$ 46.06
19533	\$208.26

CSA 10A (Fund 2501500000)

<u>Account #</u>	<u>Amount</u>
19037	\$134.21

Our normal collection procedure for delinquent water charges is to shut off water service until the delinquent bill is paid. If a customer is a tenant and no longer resides at the

service address, every effort is taken to locate the customer using all contact information that is available.

The two CSA 23 accounts were tenants and no longer reside at the service addresses. We have made several attempts to locate a current address for the customers, but have not been successful.

The CSA 10A account was sent to collections at The Credit Bureau of San Luis Obispo and Santa Barbara Counties in 2012. We were recently notified by the Credit Bureau that this customer is now deceased, thus they have cancelled the collection account.

#### Other Agency Involvement

The Administrative office presents this item for approval to the Board of Supervisors and the Auditor-Controller's office processes the journal entry to adjust the accounts receivable balance in each fund.

#### Financial Considerations

These non-collectible accounts have a relatively insignificant impact on the funds involved.

#### Desired Results

Removal of these non-collectible accounts from accounts receivable will increase efficiency for accounting processes.

File: CSA 10A, CSA 23





## ***DEPARTMENT OF SOCIAL SERVICES***

*3433 South Higuera Street, Post Office Box 8119  
San Luis Obispo, California 93403-8119*

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**TO: Board of Supervisors**

**FROM: Leland W. Collins, Social Services Director**

**DATE: September 13, 2016**

**SUBJECT: Request for Relief from Accountability**

### **Recommendation**

It is recommended that your Board approve a Request for Relief from Accountability in the amount of \$25,256.95 for the current quarter.

### **Discussion**

State Fiscal Manual Section 25-480 and Government Code Section 25257 require the Department of Social Services to obtain Board approval for discharge of accountability for debts owed as the result of the overpayment of public assistance benefits. Since Welfare and Institutions code 10850 requires that the names of individuals be held confidential, the Department is providing a summary by program of these debts.

Rules and regulations governing aid payments are complex, change frequently and mandate that certain overpayments cannot be billed. The State Manual of Policies and Procedures for Eligibility and Assistance Standards (MPP EAS) Regulation 44-350.161[b] and 44-352.3 state that no further collection efforts shall be made if the county determines that the cost to collect the overpayment exceeds the amount to be recovered, if the debtor dies, if the debtor is unable to locate, if the debt is uncollectable or if the debtor undergoes Bankruptcy.

The current Relief from Accountability covers the April through June 2016 quarter case cleanup. The Department has pursued all available means of collection including (if applicable) monthly billing, repayment agreements, benefit reductions and tax intercept. After a lengthy timeframe of collection attempts, these amounts were determined as appropriate to be written off.

### **Other Agency Involvement**

None.

### **Financial Considerations**

This request for relief is for a combination of CALWORKS, CalFresh, and General Assistance debts. The total amount from which the Department is requesting relief is \$25,256.95 for 50 total debts.

Of these 50 debts we have identified:

CALWORKS – 31 debts totaling \$15,086.10 with a County share of cost of \$377.15

CalFresh – 10 debts totaling \$3,008.28. There is no County share of cost for CalFresh

General Assistance – 9 debts totaling \$7,162.57 with a County share of cost of \$7,162.57

### **Results**

By relieving the Department of the requested \$25,256.95, collection staff will be released from the task of reviewing and maintaining records of debts that are no longer collectable for the aforementioned reasons.





# SAN LUIS OBISPO COUNTY HEALTH AGENCY

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## *Public Health Department*

2191 Johnson Avenue  
San Luis Obispo, California 93401  
805-781-5500 • FAX 805-781-5543

Jeff Hamm  
Health Agency Director

Penny Borenstein, M.D., M.P.H.  
Health Officer

TO: Board of Supervisors

FROM: Jeff Hamm, Health Agency Director  
Penny Borenstein, M.D., Health Officer

DATE: August 12, 2016

SUBJECT: Relief of Accountability Fiscal Year 2015-16

### Recommendation

The Health Agency requests "Relief from Accountability" for Public Health's Environmental Health Services accounts that have been determined to be non-collectable. Accounts are determined to be non-collectable on a case-by-case review. This year the request is for the service dates of October 2015 through June 2016 for the Hazardous Material, Food and Water Systems programs. This action will remove non-collectable client balances totaling \$7,637.

### Discussion

This request will allow the Department to remove non-collectable account balances for the following types of situations:

- A client's account is determined to be non-collectable after four notices of the invoice have been mailed, a phone call has been made, and an inspector has determined the facility is still in operation but the client has returned no payment nor made contact with the Department.
- A client's account is determined to be non-collectable, when there has been no activity on the account for one year, when the invoice is returned with no forwarding address, when the client has not returned for services, and when every effort has been made to secure payment.
- The Department has worked with a local collection agency to follow-up on all accounts determined to be non-collectable. A detailed listing of the dollar amounts deemed non-collectable and requested to be written-off is attached.

### Other Agency Involvement/Impact

Public Health has coordinated their efforts with the County Administrative Office and the County Auditor's Office, and they both concur with this request.

### Financial Considerations

This action will reduce Environmental Health's Accounts Receivable by \$7637. The removal of these accounts will have no impact on current budget appropriations.

## Results

Removal of these non-collectable records from Environmental Health's active Accounts Receivable will increase efficiency for accounting processes by eliminating from the system those postings that have been deemed non-collectable.





# SAN LUIS OBISPO COUNTY HEALTH AGENCY

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## *Public Health Department*

*2180 Johnson Avenue  
San Luis Obispo, California 93401  
805-781-5500 • FAX 805-781-5543*

*Jeff Hamm  
Health Agency Director*

*Penny Borenstein, M.D., M.P.H.  
Health Officer*

TO: Board of Supervisors

FROM: Jeff Hamm, Health Agency Director  
Penny Borenstein, M.D., Health Officer

DATE: August 12, 2016

SUBJECT: Relief of Accountability 4th Quarter Fiscal Year 2015-16

### Recommendation

The Health Agency requests "Relief from Accountability" for Public Health – Public Health Laboratory accounts that have been determined to be non-collectable. The service dates for these accounts are represent calendar year 2015. The accounts are deemed non-collectable since there has been no activity on the accounts for over 12 months. Efforts to collect on these accounts have been made by both Public Health staff and a contracted collection agency. The collection agency will continue to pursue payment from the delinquent Laboratory customers included in the attached report. This action will remove non-collectable client balances totaling \$7,269.

### Discussion

This request will allow the Department to remove non-collectable account balances for the following types of situations:

- A client's account is determined to be non-collectable, when a bill is returned with no forwarding address, and when the client has not returned for services. Please see the detailed listing attached.
- A client's account is determined to be non-collectable, when there has been no activity on the account for one year, and when every effort has been made to secure payment. In this case, the Department has worked with a local collection agency to follow-up on these accounts. A detailed listing of the dollar amounts deemed non-collectable and requested to be written-off is attached.

### Other Agency Involvement/Impact

Public Health has coordinated their efforts with the County Administrative Office and the County Auditor's Office, and they both concur with this request.

### Financial Considerations

This action will reduce the Laboratory's Accounts Receivable by \$7,269. The removal of these accounts will have no impact on current budget appropriations.

### Results

Removal of these non-collectable records from the Laboratory's active Accounts Receivable will increase efficiency for accounting processes by eliminating from the system those postings that have been deemed non-collectable.



County of San Luis Obispo

## PARKS & RECREATION

Nick Franco, Director

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THINK OUTSIDE!

TO: Board of Supervisors

FROM: Nick Franco, Director Department of Parks & Recreation

DATE: August 11, 2016

RE: Request to accept donations made to Parks in the amount of \$20,326.92.

### **RECOMMENDATION**

Request to accept donations made to Parks in the amount of \$20,326.92.

### **DISCUSSION**

The transfer of \$20,326.92 relates to cash donations received during the fourth quarter and will allow County Parks to utilize funds contributed by individuals and community organizations in various parts of the County for Free Swim and the Outdoor Discovery Festival. Parks funds have been expended on free recreational swim, free swim lessons and aquatic equipment and support, as requested by the contributory organizations.

### **OTHER AGENCY INVOLVEMENT**

This request has been coordinated with the County Administrative Office and the Auditor Controller's Office.

### **FINANCIAL CONSIDERATIONS**

This is a routine transfer procedure with funds contributed from the various communities. The transfer of \$20,326.92 covers donations received from April 1, 2016 through June 30, 2016.

### **RESULTS**

Accepting \$20,326.92 in gift funds will allow County Parks to continue expected services to the public.





# SAN LUIS OBISPO COUNTY HEALTH AGENCY



## ANIMAL SERVICES DIVISION

885 Oklahoma Ave • P.O Box 3760 • San Luis Obispo, California 93406  
805-781-4400 • FAX 805-781-1065

Jeff Hamm  
Health Agency Director  
Eric Anderson, DVM  
Animal Services Manager



TO: Board of Supervisors

FROM: Catherine Thomas-Animal Services Division

DATE: July 12<sup>th</sup> 2016

SUBJECT: Animal Services-FC137 Gift Fund Trust Accounts-Report

### **Recommendation**

It is recommended that the Board accept cash donations in the amount of \$11,420 made to Animal Services gift funds during Q4 of FY 2015-16.

### **Discussion**

Donated funds are accumulated in four gift trust accounts when they are received. The four accounts include; 1) donations for Animal Requesting Friends (ARF) which allow Animal Services Division to provide extensive medical care and humane services to sheltered animals which exceed what Animal Services is able to provided within operating budget. Donations assist in making recipient animals more adoptable, improve the quality of their care and keep euthanasia rates low; 2) donations for Humane Education are utilized to provide education to youth during the year; and 3) spay and neuter donations providing additional alterations of adoptable animals; 4) animal adoptions.

### **Other Agency Involvement**

The Animal Services Division has coordinated with the County Administrative Office, County Counsel and the Auditor-Controller to ensure compliance with government code to accept cash donations.

### **Financial Consideration**

Animal Services received donations in the amount of \$6,371.45 during Q4 FY 2015-16. ARF donations were received in the amount of \$5631.45; spay and neuter donations received \$0; Humane Education donations received \$0; and Animal Adoption donations in the amount of \$740 were received during Q4 FY 2015-16.

### **Results**

A total of 20 animals, 12 dogs and 8 cats, during Q4 of FY 2015-16 were adopted using

RECIPIENT  
DATE  
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the “half-way home/Donate Adopt” 1/2 adoption fee. The donated adoption fees are half the actual adoption fee and are donated by volunteers, owners surrendering their animals, and the public in order to promote the adoption of specific animals.



County of San Luis Obispo

## CENTRAL SERVICES

Will Clemens, Director

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**FROM: Will Clemens, Director**

**DATE: August 10, 2016**

**SUBJECT: Request to declare forty-three (43) vehicles surplus and authorize disposal**

### **RECOMMENDATION**

It is recommended that your Board:

1. Declare the attached list of forty-three (43) vehicles as surplus,
2. Authorize removal from the County fleet, and
3. Authorize the sale to recover salvage value in accordance with County Code Section 2.36.030 (5).

### **DISCUSSION**

The Central Services Director acts as the Purchasing Agent and is charged with the responsibility to handle and dispose of surplus property. Your Board is routinely requested to declare items surplus for their disposal and recovery of salvage value. The resale of county vehicles is authorized by County Code Section 2.36.030 (5). This code provides the authority to sell, salvage, destroy or otherwise dispose of any personal property belonging to the county and found by the Board of Supervisors not to be required for public use.

The forty-three (43) vehicles listed on the attached table have been approved for replacement as a part of the FY 2016-17 budget and need to be declared surplus which will allow them to be remarketed through public auction or Public Surplus. It is important that this equipment be re-marketed in an expeditious manner in order to optimize the resale value.

The sale of surplus vehicles represents revenue to the County. The vehicle sale proceeds are allocated to the appropriate funds. In the case of grant-funded vehicles, the net proceeds from disposal are returned to the contributing department. In the case of Fleet owned vehicles, the net proceeds are returned to the capital investment fund for purchase of future replacement vehicles.

### **OTHER AGENCY INVOLVEMENT/IMPACT**

All departments participate in utilizing the fleet in some form. Departments and Fleet Services coordinate the regular replacement and disposal of vehicles as part of ongoing Fleet Services operations.



## **FINANCIAL CONSIDERATIONS**

The sale of surplus vehicles represents revenue to the County, which is allocated to the appropriate funds. In the case of grant-funded vehicles, the net proceeds from disposal are returned to the contributing department. In the case of Fleet owned vehicles, the net proceeds are returned to the capital investment fund for purchase of future replacement vehicles. An estimate of the revenue that is generated by the sale of these vehicles is not known at this time since revenue realized is subject to variability associated with market conditions.

## **RESULTS**

Periodic disposal of County surplus generates revenue and frees up limited storage space. Staff utilizes the most practical and efficient methods of disposal, thereby enhancing the County's surplus operations and contributing to a well governed community.

**Attachment A**

**County of San Luis Obispo**

**Surplus Equipment List**

EQ #	YR/MAKE/MODEL	VIN/SERIAL	Dept Name
01547	2004 CHEV CAVALIER	1G1JC52FX47269252	Probation
01728	2006 FORD FOCUS	1FAFP34N46W212733	Emergency Prep
01748	2006 FORD FOCUS	1FAFP34N76W207817	Environmental Health
02004	2008 CHEV Cobalt	1G1AK58F187319326	Environmental Health
01699	2006 CHEV MALIBU	1G1ZT51F16F200592	Sheriff
01792	2011 FORD Fusion	3FAHP0HG5BR322366	Sheriff
01993	2010 FORD Fusion	3FAHP0HGOAR291509	Sheriff
01985	2010 FORD Fusion	3FAHP0HG0AR284950	District Attorney
01994	2010 FORD Fusion	3FAHP0HGOAR259210	Probation
01672	2005 FORD TAURUS	1FAFP53U95A224036	Mental Health
01538	2011 FORD TAURUS	1FAHP2DW9BG156045	Probation
01764	2006 FORD TAURUS	1FAFP53UX6A226718	Probation
01768	2006 FORD TAURUS	1FAFP53U46A244731	Probation
01917	2012 CHEV IMPALA	2G1WF5E39C1167905	MHSA
01464	2010 CHEV IMPALA	2G1WA5EN4A1102991	District Attorney
01745	2007 FORD RANGER	1FTYR1OE17PA67802	Parks Pecho
01953	2008 FORD RANGER	1FTYR14E98PA37944	Drug and Alcohol
01557	2005 FORD RANGER	1FTYR15E45PA75575	AG Commissioner
01604	2005 FORD RANGER	1FTYR15E75PA42814	Parks Lopez
01529	2010 FORD RANGER	1FTKR1AE7APA47792	Parks Salinas
01439	2003 FORD RANGER	1FTYR14V53PA32054	Animal Services
01422	2011 FORD F 350 UT	1FDBF3A62BEB90803	Animal Services
01426	2011 FORD F 350 UT	1FDBF3A64BEB90804	Animal Services
01436	2011 FORD F 350 UT	1FDBF3A68BEB90806	Animal Services
00683	2000 FORD F 350	1FDWF37S7YED82264	Sheriff
00491	2002 FORD F 350 UT	1FDWF37L22EB79637	Parks Lopez
00336	2002 FORD F 350 UT	1FDWF37L02EB79636	Parks Pecho
01441	2003 FORD F 350	1FDWF37L23EB32769	Parks - Salinas
00721	2003 FORD F 350 UT	1FDWF37S03EA52524	Sheriff
01542	2005 FORD F 350 UT	1FDWW36Y55EB32488	Sheriff
01548	2004 CHEV ASTRO	1GNDM19X94B111871	Sheriff
01552	2010 CARAVAN	2D4RN5D15AR367415	Public Guardian
02088	2014 CARAVAN	2C4RDGBG3ER393231	Mental Health
02118	2015 CARAVAN	2C4RDGBG9FR650099	Mental Health
01945	2010 GMC SAVANA	1GJZGRDG1A1166871	Drug and Alcohol
02077	2013 JEEP Patriot	1C4NJPBBXDD172027	Planning
FM414	1996 MOTT Mower	55263	Parks Lopez
TT315	1995 DEERE 1070	M01070A140577	Parks
TT455	1998 DEERE 5410	LV5410S140771	Parks Lopez
TT311	1995 DEERE 1070	NONE	Parks
TT454	1997 ASV MD70	PT0879-0MWPD	Parks
01631	2011 FORD FUSION	3FAHP0GAXBR268835	Social Services
01918	2010 CARAVAN	2D4RN4DE7AR211762	Social Services